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Information about the Tank Tester Licensing Program

INTRODUCTION

The State Water Resources Control Board (SWRCB) licenses and regulates tank testers under the provisions of Chapter 6.7, Section 25284.4 of the Health and Safety Code, and the California Code of Regulations, Title 23, Chapter 3, Subchapter 17, Sections 2730 through 2802 (copies enclosed).

Since January 1, 1990, a license from the SWRCB's Office of Tank Tester Licensing (OTTL) has been required to test underground storage tanks (USTs). Operating without a license is a misdemeanor.

I. QUALIFICATIONS FOR LICENSURE

Individuals may take the tank tester examination if they have a certificate or letter from the manufacturer of the equipment they use and if they have one of the following:

- A. one year of experience testing at least 50 underground storage tanks while under the direct and personal supervision of a licensed tank tester.
- B. six months of experience testing at least 50 underground storage tanks while under the direct and personal supervision of a licensed tank tester **and** have completed a course of study approved by the SWRCB

Note: As of the date of this publication, **no course of study is available**. Therefore, the only way to qualify to take the examination is to have the year's experience testing 50 tanks. The experience does not need to have been in California.

II. APPLICATION INFORMATION

A complete application includes items 1-5 below:

- A. **Application for Examination and Licensure as an Underground Tank Tester**
this form must be filled out completely. The address and telephone number given as the home address and home telephone number will be considered the "address and telephone number of record" and will be public information unless we are advised to use alternate information.

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- B. **Certificate in Support of Experience** - One or more Certificates in Support of Experience must be completed and signed by people (declarants) who are willing to verify the applicant's experience as a tank tester. A declarant is someone who has personal knowledge of the applicant's experience and who is willing to attest to it in writing, under penalty of perjury.

If an applicant is unable to obtain Certificates in Support of Experience, any combination of the following documents may be submitted to verify experience:

1. Copies of tank integrity test results signed by the applicant at the time the applicant personally performed the tests. Only the pages containing the applicant's signature or name, the date the test was performed, and the name and address of the tank owner/operator need to be submitted.
2. Letters from tank owners or operators.
3. Letters from local government agencies.
4. Letters from tank testing equipment manufacturers.

- C. **Photographs** - Two 1" x 1" full-face color photographs taken within the previous year. Passport pictures are too large and Polaroids do not laminate well. Photos from home are okay, but they must be clear - no hats or sunglasses. The photos must not be larger than 1" by 1" in order to fit on the pocket card (license). They should not be stapled, taped, or in any way attached to the application. To protect them and to ensure they are not misplaced, they may be put into an envelope enclosed with the application. One photo will be kept with the file and the other will be laminated to the pocket card.

- D. **Proof of tank and piping equipment manufacturer training** - A training certificate from the tank testing equipment manufacturer must be enclosed with the application. If a certificate was not received, some other proof that training was completed may be submitted. OTTL may verify training by contacting the manufacturer.

The tank testing equipment used by the applicant must have been certified by a third party and must be listed in a SWRCB document called, "LG 113." This document contains specifications for all tank and piping testing equipment approved for use in California. A copy may be obtained by faxing your request to Kathy DeMille at (916) 341-5808.

- E. **Application and Examination Fees** - The application fee of \$100 and the examination fee of \$200 must be included with the application. Both fees may be included in one check or money order made payable to the State Water Resources Control Board. If the fees are not included, the application will not be processed.

III. EXAMINATION

After tank testing experience is verified and the application is processed, the applicant will be scheduled to take the state examination. OTTL will send a Notice of Examination, which includes the date, time, and location of the exam. This notice will serve as verification that the application is approved **and will be the applicant's admission to the examination room**. A study guide will be sent along with the Notice of Examination.

Examinations are designed to determine knowledge about tank and piping testing. There are 90 multiple-choice questions and a score of 70% is passing. Testers are given three hours to complete the examination.

IV. ADMISSION TO EXAMINATION

The Notice of Examination, photo identification, and a calculator must be brought to the test site.

Cheating is not tolerated and those found cheating or attempting to remove any exam materials from the testing room will be disqualified immediately. They will also be prohibited from participating in the next scheduled examination.

It is our policy to ensure that reasonable accommodations are available for those whose limitations may prevent them from participating in regularly scheduled examinations. If an applicant has a disability, which he or she believes require special testing arrangements, a note should be included in the application package. OTTL staff will call to discuss specific needs. If, for religious or other reasons, the applicant is unable to take an examination on a specific day of the week, this information should be submitted with the application.

V. NOTIFICATION OF RESULTS

Although the regulations allow OTTL 30 days to notify applicants of their test results, we generally have the Notification of Examination Results mailed within two weeks.

Once an applicant has passed the examination, verification of address will be requested along with the license fee of \$600. Once OTTL receives this information and fee, a wallet-sized license will be issued. It will contain the tester's name, address of record, license number, expiration date and photograph.

VI. RE-EXAMINATION

If an applicant fails the examination, a subsequent examination may be taken. The notice of Examination Results will include an Application for Re-examination and a breakdown of scores in each subject matter. Examinations are scheduled on as-needed basis; therefore, to schedule a re-exam date, OTTL should be contacted at (916) 341-5869. Applicants for re-examination will be requested to send the Application for Re-examination along with the re-examination fee of \$200.

If an applicant is rescheduled within one year of the date of the original application, a new application fee of \$100 will not be required. However, the re-examination fee of \$200 is required.

VII. FAILURE TO APPEAR AT EXAMINATION

If an applicant fails to appear for the examination without two weeks prior notification to OTTL, the examination fee will be forfeited. In order to take a future exam, the applicant will be required to submit a written request for scheduling and pay an additional exam fee of \$200. The applicant must be rescheduled within one year of filing the application or it will be considered abandoned.

VIII. ABANDONMENT OF APPLICATIONS

If an applicant does not pass the examination within one year of filing the application with OTTL, it will be considered abandoned. If the application is abandoned and the applicant later decides to become licensed, the application process must be started again by filing a new application and paying the application and examination fees.

IX. LICENSE RENEWAL

OTTL will send a renewal notice to licensees at least 60 days before their licenses expire. Additional notices may be given; however, even if licensees do not receive notification, they are obligated to renew their licenses if they plan to continue testing underground storage tanks in California. To renew, a renewal application and fee of \$600 must be sent 30 days before the license expires. No examination is required to renew a license.

ANY QUESTIONS:

Questions about the licensing processor about completion of tank tester applications may be addressed to SWRCB, OTTL, P. O. Box 944212, Sacramento, CA 94244-2120; (916) 341-5869.

Note: Although every effort has been made to ensure the accuracy of this information, it does not have the force and effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence.